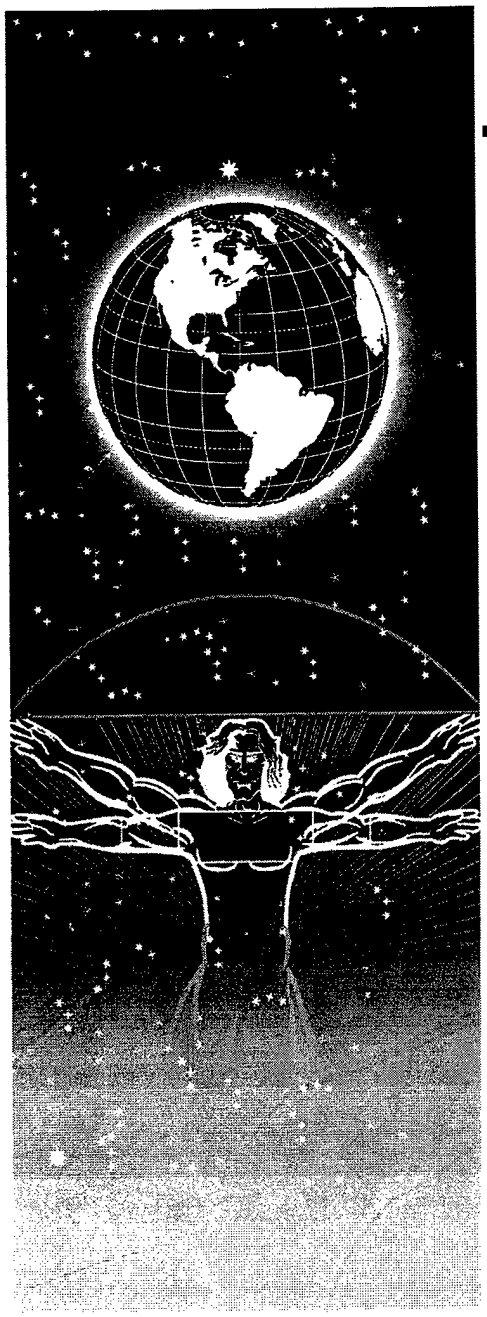
IERA-RS-BR-SR-2000-0002



UNITED STATES AIR FORCE
IERA

Hazardous Material Control Center Operating Instructions, Fort Gordon, GA

Pacific Environmental Services, Incorporated
560 Herndon Parkway, Suite 200
Herndon, Virginia 20170-5240

February 2000

Air Force Institute for Environment, Safety
and Occupational Health Risk Analysis
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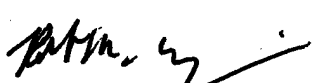

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REPORT DOCUMENTATION PAGE

Form Approved
OMB No. 0704-0188

1. AGENCY USE ONLY *(Leave blank)*	2. REPORT DATE	3. REPORT TYPE AND DATES COVERED
	Feb 2000	Final

4. TITLE AND SUBTITLE
Hazardous Material Control Center Operating Instructions, Fort Gordon, GA

5. FUNDING NUMBERS

6. AUTHOR(S)
Pacific Environmental Services, Inc

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)
Air Force Insitute for Environment, Safety & Occupational Health Risk Analysis
Environmental Analysis Division
Hazardous Waste and Pollution Prevention Branch
2513 Kennedy Circle
Brooks AFB, TX 78235-5123

8. PERFORMING ORGANIZATION REPORT NUMBER
IERA-RS-BR-SR-2000-0002

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)
Fort Gordon, Department of Public Works, United States Army

10. SPONSORING/MONITORING AGENCY REPORT NUMBER

11. SUPPLEMENTARY NOTES

12a. DISTRIBUTION AVAILABILITY STATEMENT
Approved for Public release; distribution is unlimited.

12b. DISTRIBUTION CODE

13. ABSTRACT *(Maximum 200 words)*
Report details operating procedures for the installation hazardous material control center using the Hazardous Substance Management System. Included are procedures for customer organizations on Fort Gordon as well as internal instructions to ensure continuity within the control center.

14. SUBJECT TERMS
Hazardous Materials, Automated Material Tracking, Hazardous Substances

15. NUMBER OF PAGES
66

16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF ABSTRACT
Unclassified	Unclassified	Unclassified	UL

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FORT GORDON
HMCC
EXTERNAL STANDARD OPERATING PROCEDURES

19 October 1999

1. Scope

The procedures described in this document apply to all units and civilian organizations formally inducted into the Hazardous Material Control Center (HMCC).

2. Mission

The HMCC's mission is twofold. First, it is to ensure Army and civilian organizations have the hazardous materials (HM) they need to support all production, maintenance, and contingency operations. Second, it is to ensure that environmental regulatory directives are met by providing labor services for the requisition, receipt, distribution, and storage of HM and hazardous wastes (HW) for production and maintenance activities.

3. Purpose

The purpose of the HMCC is to improve regulatory compliance and inventory management procedures for all HM consumed during production and maintenance activities and issued for contingency operations by Fort Gordon. This goal shall be achieved by establishing best business practices through a single point of control and accountability over the requisitioning, receipt, distribution, storage, and disposal of HM and HW, and by establishing a comprehensive demand history for each product consumed by each HMCC customer. This cradle-to-grave management will be accomplished through the implementation and utilization of the Hazardous Substances Management System (HSMS) database. Benefits to be gained from the establishment and operation of the HMCC include: reduced HM inventories, reduced HM usage, reduced HW generation, a safer work environment through the introduction of authorized environmentally benign products, and procurement savings.

4. Hours of Operation

a. Normal hours of operation are Monday through Friday 0800-1530 hrs. To request HM after normal hours or in the event of an emergency, customers must notify Customer Assistance Office or the Emergency Service Order Desk at 791-5520/4575/6468. Contingency deployments and Emergency Readiness Exercises (EDRE) are considered emergencies. Hazardous waste turn-ins will only be considered an emergency at the discretion of ENRMO.

b. DPW points of contact are Kathy Riley, Environmental Specialist, 791-2511 or CW2 Demming, Logistics Officer, 791-2815.

5. Hazardous Materials Controlled by the HMCC

a. The majority of HM used in maintenance operations fall into the Federal Stock Classes (FSCs) listed below. The HMCC will be the approval authority for requisitions of these FSCs. HMCC approval must be obtained prior to requisitioning items under these FSCs with a credit card. The following FSCs are restricted:

3439 Misc. welding, soldering and brazing supplies and accessories
6135 Batteries, nonrechargeable
6140 Batteries, rechargeable
6240 Fluorescent light bulbs
6810 Chemicals
6850 Miscellaneous chemical specialties
8010 Paints, dopes, varnishes, and related products
8030 Preservatives and sealing compounds
8040 Adhesives
9150 Oils and greases

b. Items that are requisitioned through the Federal supply system must go through the HMCC to ensure the Post Commander's intent is met. Items purchased by credit card or other means must be assigned a control number from the HMCC prior to the purchase, and once the item is purchased, the item must go through the HMCC for bar coding to meet the Post Commander's environmental compliance responsibilities. This procedure will allow the HMCC staff to ensure that this item is not available in the HMCC for purchase or as a free issue and to ensure that the purchase of the item is entered into the HSMS database.

6. Induction Procedures

a. HMCC personnel will brief each commander and his/her staff and civilian managers on HMCC goals and operational intentions. Staff personnel to be briefed should include those responsible for environmental compliance, supply, and safety; maintenance personnel and managers; purchase card holders; and others who may have a special interest or can provide useful information on implementation of the HMCC concept in their areas. This briefing will consist of a detailed overview of the HMCC concept of operations.

b. Each commander and civilian supervisor will appoint, in writing, a unit Hazardous Material (HAZMAT) Custodian who will be the point of contact (POC) for HMCC personnel when determining supplies for each storage location. The HAZMAT Custodian; activity environmental compliance, maintenance, supply, and/or other appropriate activity personnel; and the HMCC staff will determine garrison and contingency needs. [Recommendation: Assign HAZMAT custodial duties to the activity Environmental Compliance Coordinator (ECC).]

c. Organizations must determine, with HMCC staff support, what they need for their garrison and contingency inventories. Every organizational process that uses HM and/or generates HW must be identified.

d. All organization HM will be jointly inventoried by the HMCC staff and the inducted activity. The HMCC will generate bar codes and collect the unit's extra HM for storage in the HMCC. The organization will be responsible for HW disposal costs.

e. Dwight David Eisenhower Army Medical Center will be handled as a unique entity.

7. Garrison Requirements

a. The HMCC will generate letters of agreement with customer organizations to clearly define the support provided to each organization, assistance and time requirements for war stock issue, and initial operational and contingency stock levels. Future stock levels will be based upon demand history and new requirements. Signature cards will also be generated by the customer organization to control who can pick up and order materials from the HMCC.

b. Customer organizations will be charged for new materials issued by the HMCC and for HW disposal. Customer organizations will not receive credit for material turned-in to the HMCC. However, the HMCC will reissue turned-in material free of charge.

c. The customer, with the assistance of HMCC personnel, will determine initial daily needs in each maintenance area and establish an operational inventory, depending on customer need, of each item stocked.

d. The HMCC and the customer will determine a weekly service schedule for HM. This schedule will ensure maintenance needs are met, including those one-of-kind situations where a larger than normal quantity may be needed (e.g., flushing of a transmission or an engine, etc.). Special needs/requests will be handled on a case-by-case basis.

e. Empty containers shall be accumulated and segregated at each work site's satellite accumulation point and returned to the HMCC for close-out tracking purposes in HSMS, disposal, and meeting the commander's intent.

f. In addition to assisting units in their cradle-to-grave management of their HM, the HMCC will provide material safety data sheets (MSDS) to its customers for first time purchases. MSDS will be given, thereafter, upon request. [Note: It is every activity's responsibility to keep MSDS files available to workers as required by regulation.]

g. It is a unit and organization responsibility to ensure that proper handling and use of HM occur per the provided MSDS. It is also a unit and activity responsibility to ensure that HM users are familiar with and use the personal protective equipment that is required by the MSDS.

h. It shall be an HMCC responsibility to ensure that all products are properly labeled in compliance with the Department of Defense (DOD) document DODI 6050.5-H, "DOD Hazardous Chemical Warning Label System."

i. The HMCC will operate a 90-day hazardous waste accumulation point for Fort Gordon. The HMCC staff will: receive the HW from the generator at the HMCC; ensure that the HW and its container satisfy all applicable regulations; complete the coordination and documentation; store the hazardous waste, and transfer the waste to the Defense Reutilization and Marketing Office (DRMO) for off-site disposal.

j. It is a unit responsibility to ensure drums are correctly labeled in accordance with 49 CFR 172.101. All HW turned in at the HMCC will be submitted with the appropriate MSDS and will have a HW profile from ENRMO. Absolutely no unidentified waste will be accepted, received, or stored by the HMCC.

k. The HMCC staff will verify labels are properly completed and assist units with disposal documentation preparation.

8. Customers

a. The HMCC will assist customers with establishing garrison stockage levels and contingency stockage levels. Customers will receive a briefing on benefits of the HMCC program and additional services provided by the HMCC. Future stock levels will be based upon demand.

b. Department of the Army (DA) Form 1687 signature cards will be generated by the customer organization to control who can pick up and order materials from the HMCC. These individuals should also monitor the usage and storage at their own organization.

c. All HM will be requested with the approval of HMCC personnel, which will ensure they are correctly labeled. Federal supply items will be ordered by the unit and be received through the HMCC for labeling. All HM purchases will require an approval number from the HMCC before the purchase be approved to include I.M.P.A.C. cards. The purchased items will then go through the HMCC for bar coding and entry into the HSMS database. This process will allow every HMCC customer the opportunity to free-issue items available at the HMCC.

d. Customer organizations are responsible for the cost of hazardous materials/ hazardous waste disposal. The HMCC will accept excess hazardous materiel, with the appropriate MSDS, and make them available free of charge.

e. Designated personnel from each organization must pick up their HM at the HMCC and deliver their HW to the HMCC.

9. Contingency Requirements

a. Organizations with go-to-war requirements will store their war stock at the HMCC. The HMCC will be responsible for ensuring that all stock is available within a specified time. That time period shall be agreed upon with the unit during the induction process. The HMCC shall be responsible for properly managing all HM in its facility, and rotating the stock to ensure proper shelf life management.

b. While working with the HMCC staff, units must determine their contingency needs for war stocks, field exercises, and/or special deployments. Deploying organizations are required to provide manpower to load contingency stocks during load-outs for deployments.

c. HMCC personnel will keep in inventory those agreed-upon supplies and will assist with each unit's contingency load(s) and preparation for shipment. The HMCC will provide inventory information, the current MSDS for each chemical.

d. For scheduled deployments, units will give the HMCC a minimum notice of 15 days. For those deployments where a 15-day notification is not possible, HMCC personnel will be available to meet unit needs as directed by the government.

e. All HM will be inventoried by HMCC staff prior to deployment and again upon return. After deployment operations, arrangements must be made with the HMCC staff for turn-in of all excess HM, war stock, and/or generated HW. During recovery operations or within 72 hours of recovering from a deployment the unit must call the HMCC to set up a turn-in appointment. It is recommended that all equipment services be performed prior to turning in of the contingency stock.

10. Hazardous Waste Handling

a. The HMCC will operate a 90-day hazardous waste accumulation point for Fort Gordon. The HMCC staff will receive the HW from the customer; ensure the HW and its container fulfills all applicable regulations; store the HW and HM and transfer/transport the HW to DRMO for disposal.

b. The HMCC staff will consolidate HW, when possible and appropriate, to reduce the number of containers that must be disposed.

c. The HMCC staff will verify labels are properly completed and assist units with the documentation. All HW containers must have a HMCC generated tracking label along with appropriate proper Department of Transportation (DOT) and U.S. Environmental Protection Agency (EPA) labeling. HW generators are responsible for accurate labeling of their HW.

d. The HW generator brings the disposal documentation (DD1348-1) to the HMCC personnel after is has been reviewed by ENRMO (if HW profile is needed) and the appropriate budget analysis. Hazardous waste generators are responsible for disposal costs of their HW.

e. The HMCC will stock disposal containers for purchase by HW generators and will assist with initial labeling to ensure consistency and accuracy in the labeling of the containers.

11. Customer Service

a. The HMCC will provide the following services to customers: MSDS will be provided for first time purchases/issues and will be available, on request, to all organizations; war stock management; assistance in the identification of environmentally friendlier materials; and inventory management reports including demand history and shelf life status.

b. Unit Commanders or designated personnel (i.e., HAZMAT Custodians) may request in writing, a change at any time to contingency stock or garrison stock inventory levels.

c. The HMCC staff will check with other DOD facilities to see if excess HM can be acquired for use at Fort Gordon at reduced or no cost.

d. The HMCC staff will check with other installations to see if they have a need for excess HM or transfer to DRMO.

e. The HMCC will manage the HSMS database and will provide customer support by creating reports, entering data, and retrieving data from the database.

f. HMCC personnel can furnish summary reports to commanders and civilian managers of inducted units and organizations. The HMCC will also provide annual reports for Emergency Planning and Community Right-to-Know Act (EPCRA), RCRA, and other purposes. Commanders and managers can also request specific and/or custom reports to meet their needs.

g. DPW points of contact are Kathy Riley, Environmental Specialist, 791-2511 or CW2 Demming, Logistics Officer, 791-2815. The HMCC can be contacted by phone at 791-9824/9825.

ENVIRONMENTAL OFFICE

DIRECTORATE OF LOGISTICS

FORT GORDON
HMCC
INTERNAL STANDARD OPERATING PROCEDURES

20 October 1999

1. Scope

The procedures described in this document are prescribed to ensure the continuity of the internal operational procedures of the Hazardous Material Control Center (HMCC).

2. Mission

The HMCC's mission is twofold. First, it is to ensure that Fort Gordon's Army and civilian organizations have the hazardous materials (HM or HAZMAT) they need to support all production, maintenance, and contingency operations. Second, it is to ensure that environmental regulatory directives are met by providing labor services to assist in: (1) the requisition, receipt, distribution, storage, and safeguard of HM used for production and maintenance activities and (2) the handling, storage, and safeguard of hazardous wastes (HW).

3. Purpose

The purpose of the HMCC is to improve regulatory compliance and inventory management procedures for all HM procured, stored, and used for production and maintenance activities and issued for contingency operations by Fort Gordon. This purpose is achieved by implementing best business practices through administrative controls and accountability over the requisitioning, receipt, distribution, storage, and disposal of HM and HW, and by establishing a comprehensive demand history for each HM used by each HMCC customer. This cradle-to-grave management will be accomplished through the implementation and utilization of the Hazardous Substances Management System (HSMS) database. Benefits to be gained from the operation of the HMCC include: reduced inventories, reduced HM usage, reduced HW generation, a safer work environment through the introduction of authorized environmentally preferred products, and procurement savings.

4. Hours of Operation

Normal hours of operation are Monday through Friday, 0800-1530 hrs. For customers to request HM after normal hours or for an emergency event, customers must notify Customer Assistance at 791-4575/6468 or the Emergency Service order Desk at 791-5520; contingency deployments and Emergency Deployment Readiness Exercises are considered emergencies. HW turn-ins will be considered an emergency only at the discretion of ENRMO.

5. Customer Induction Operations

a. The induction process for a unit/activity (customer) begins with HMCC personnel briefing the customer commander or civilian manager and his/her affected staff on HMCC operational intentions and induction procedures. A working file shall be developed for each customer that is inducted, and said file will be kept in the HMCC administrative area. At a minimum, each customer's working file shall contain the original letter of agreement between the HMCC and the customer, all induction briefing records (e.g., the attendance roster, the signed and agreed upon inventories for garrison and contingency use, any induction survey checklists that may have been used, and customer points of contact (POCs)), and the customer-supplied signature cards identifying those individuals authorized to pick up materials.

(1) Each letter of agreement with a customer organization shall state the support to be provided to the organization, the initial garrison and contingency (i.e., go-to-war) stock levels, and the assistance and time requirements for contingency stock issue.

(2) Each POC list shall include the name and telephone number of the customer supervisor, the HAZMAT Custodian and his/her alternate, and the individuals who helped determine the inventory levels.

b. HMCC personnel will review for correctness all information contained in each customer's working file.

c. The HMCC shall keep all customer requirements for garrison and contingency stocks in a database at the HMCC. The HMCC shall submit to each customer a copy, for signature, of the agreed upon inventory levels. HMCC personnel will make customer inventory level changes upon request.

d. HMCC personnel will conduct an inventory of each customer's hazardous materials to identify materials that are present and the serviceability of the material. Material found with an expired shelf life date will be checked for a shelf life extension. Material found to be unserviceable will be separated from serviceable material for customer processing as waste. After the HMCC personnel have inventoried the customer's HM and checked for serviceability, materials to remain in the customer's hazardous material storage area will be processed into HSMS and bar coded. Material found to be above the agreed upon inventory levels will be transferred to the HMCC as excess material and bar coded.

e. After the HMCC has bar coded the excess inventories from its customers, cost avoidance data shall be calculated and annotated in the appropriate customer file.

f. HMCC personnel will review the customer's MSDS file. If the customer's MSDS file requires updating, HMCC personnel will perform the necessary research to furnish the customer with the appropriate MSDS.

g. With the assistance of HMCC personnel, an empty HM container return area will be established for each customer during the induction process. This container collection area is for the return of HM containers that are considered non-RCRA waste when empty. Upon the return of an applicable container, the customer will enter the appropriate HSMS tracking information in the HSMS Tracking Log on FG Form 8046-R-E. It is the customer's responsibility to ensure that all empty HM containers brought to the return area are acceptable for disposal in the established non-RCRA waste stream. The customer is also responsible for the disposal of the empty containers.

h. Empty HM containers considered RCRA waste will be stored in the customer's hazardous waste satellite accumulation site. Customer personnel will enter the appropriate HSMS information for each returned HM container considered RCRA waste in the HSMS Tracking Log on FG Form 8046-R-E.

6. Post Induction Operations

a. Every 6 months, the HMCC shall submit HSMS HM demand histories to each customer. These demand histories will assist HMCC customers determine if any changes need to be made regarding their agreed upon inventory levels.

b. When a customer notifies the HMCC that a change needs to be made to its operating agreements/arrangements on file at the HMCC (e.g., a POC or inventory level has changed), the HMCC shall revise/annotate, as necessary, the appropriate documentation in the customer's file to reflect said change(s).

c. After receiving an inventory level change notification, the HMCC will review it to ensure the accuracy of the information presented (e.g., national stock number, mil-spec, grade or type, unit of issue desired, quantity of units to be stocked in the customer's operational inventory, and maintenance process for which the material will be used). Upon the conclusion of the review, the garrison and contingency stocks database will be updated to reflect the change. The HMCC shall submit to the customer a copy, for signature, of the revised agreed upon inventory level(s).

d. The HMCC will provide MSDS to its customer when a new product is received for issue. MSDS will be given, thereafter, upon request. It is each customer's regulatory responsibility to keep MSDS files available to all workers and to ensure that HM users are familiar with, and use the personal protective equipment that is required by, the product's MSDS. Customers requesting MSDS must provide the product national stock number, the product manufacturer, and the date of manufacture to the HMCC. Requests for MSDS for products not supplied through the federal supply system will require the product manufacturer, the product name, the manufacturer part number, the address of the manufacturer, and the manufacturer's telephone number if available. Though the HMCC can provide assistance, it is the customer's responsibility to ensure that proper handling and use of HM occurs in accordance with the MSDS.

7. HSMS HM Close-out Operations

Each customer will provide HM usage data to the HMCC by submitting copies of its FG Forms 8046-R-E. These forms should be submitted once they are completely filled out or when the customer turns in HW. Information on these forms will be used by the HMCC for HSMS close-out/tracking purposes.

8. Contingency Stock Operations

a. The HMCC will store each customer's contingency stock at the HMCC. The HMCC will be responsible for: (1) ensuring that each customer's contingency stock is available within a specified time period agreed upon with the unit (expected to be less than 24 hours) and (2) properly managing each customer's contingency stock (i.e., rotating the stock to ensure effective shelf life management) so that the customer deploys with HM having adequate shelf life to sustain the customer during its deployment.

b. Each customer, as necessary, shall determine, with assistance from the HMCC, its contingency needs. As the HMCC is minimally manned, deploying organizations will likely need to provide assistance to the HMCC personnel for loading pallets, etc. The letter of agreement between the HMCC and customer unit shall specify the assistance required. The DPW SGM's detail and other supply sections will be expected to provide some additional manning as necessary.

c. For scheduled field training exercises, the HMCC must receive a 15-day notice prior to the desired pickup date. The HMCC shall prepare the customer's field training deployment stock for issue and shall notify the customer when the stock is ready for pickup.

d. HMCC staff shall conduct a joint inventory, if possible, with the customer prior to deployment and again upon return. After deployment operations, arrangements must be made with the HMCC staff for turning in all unopened HM and HW generated during on-base training exercises. The unopened HM will be logged in as excess material, and cost avoidance data shall be calculated and annotated in the appropriate customer file.

9. Supply Operations

a. General

(1) The HMCC will track the requisitions of the Federal Stock Classes (FSCs) listed below. Materials under different FSCs will be considered for HMCC management once these items are managed post wide.

3439 Misc. welding, soldering and brazing supplies, and accessories
6135 Batteries, nonrechargeable
6140 Batteries, rechargeable
6240 Florescent light bulbs only
6810 Chemicals
6850 Miscellaneous chemical specialties
8010 Paints, dopes, varnishes and related

8030 Preservatives and sealing compounds
8040 Adhesives
9150 Oils and grease

(2) To hold down HM procurement costs, the HMCC shall provide any available excess HM to a customer to supplement its agreed upon HM inventory.

(3) It shall be an HMCC responsibility to issue all products with an approved labeling system that complies with DOD 6050.5-H, "DOD Hazardous Chemical Warning Label System."

b. Material Received at the Central Receiving Point (CRP)

(1) HMCC-CRP personnel will verify if the material is part of the customer's garrison and/or contingency stock via the HSMS workstation at the CRP.

(2) If the material is part of the customer's garrison and/or contingency stock, the HMCC-CRP personnel will input the material into HSMS and bar code the material prior to storage in the customer's contingency stock.

(a) The HMCC-CRP personnel will inform the HMCC personnel of the request and provide them with the material NSN and quantity requested.

(b) The HMCC personnel will then transfer the requested material from the customer contingency stock to the CRP Issue Point (IP) for customer pickup.

(c) The CRP IP personnel will notify the customer of all high priority (01-06) shipments that are ready for pickup. No notification is given on routine shipments.

(3) If the material is <u>not</u> part of the customer's garrison and/or contingency stock and ordered for a "one time use" procedure, HMCC-CRP personnel will input the material into HSMS and bar code the material for issue to the customer.

c. Material Received Directly by the Customer

(1) For all large shipments (i.e., material that cannot be transported by the customer's authorized vehicles), the unit is required to notify the HMCC regarding the shipment via e-mail or telephone. An appointment will be made for the HMCC personnel to perform the HSMS processing and bar coding of the material at the unit/activity location.

(2) For smaller shipments, the material must be brought to the HMCC, with a copy of the MSDS, for processing into HSMS and bar coding.

(3) HMCC personnel will copy the received materials' MSDS and file the reproduced MSDS in the HMCC MSDS files.

(4) HMCC personnel will verify if the material is part of the customer's garrison and/or contingency stock.

(5) If the material is part of the customer's garrison and/or contingency stock, the HMCC personnel will place the new material into the customer's contingency stock and issue the required material from the customer's contingency stock using the "first in-first out" (FIFO) principle.

(6) If the material is not part of the customer's garrison and/or contingency stock and ordered for a "one time use" procedure, the material will be issued to the customer.

10. IMPAC and Other Nonfederal Supply System HM Requisitions

a. The HMCC shall be the approval authority for all IMPAC and other nonfederal supply system HM requisitions. Prior to making these types of HM requisitions, the customer-authorized individual is required to contact the HMCC to determine if the HM, or an authorized substitute, is in stock for possible free issue. If the HMCC cannot fill the requisition, the HMCC will issue a control number for the HM request (HSMS Form 6). The request will then be returned to the customer-authorized individual for procurement action.

b. Post IMPAC Material Purchase Operations

(1) For all large shipments (i.e., material that cannot be transported by the customer's authorized vehicles), the unit is required to notify the HMCC regarding the shipment via e-mail or telephone. An appointment will be made for the HMCC personnel to perform the HSMS processing and bar coding of the material at the unit/activity location.

(2) For smaller shipments, the material must be brought to the HMCC, with a copy of the MSDS, for processing into HSMS and bar coding.

(3) HMCC personnel will copy the received materials' MSDS and file the reproduced MSDS in the HMCC MSDS files.

(4) HMCC personnel will verify if the material is part of the customer's garrison and/or contingency stock.

(5) If the material is part of the customer's garrison and/or contingency stock, the HMCC personnel will place the new material into the customer's contingency stock and issue the required material from the customer's contingency stock using the "first in-first out" (FIFO) principle.

(6) If the material is not part of the customer's garrison and/or contingency stock and ordered for a "one time use" procedure, the material will be issued to the customer.

11. Hazardous Waste Operations

a. General

(1) The HMCC will operate a 90-day hazardous waste accumulation point for Fort Gordon. All HW generated on the post, as well as HM that cannot be reissued, will pass through the HMCC on its way to DRMO. The HMCC staff will consolidate HW, when possible and appropriate, to reduce the number of disposal containers.

(2) When a customer calls the HMCC for a HW turn-in appointment, the HMCC personnel will request the following information: the proper shipping name of the waste, the number of shipping containers, and the size of the shipping containers.

(3) When the customer arrives at the HMCC, the HMCC staff will verify the accuracy of the customer-supplied DD Form 1348-1 by comparing it with the appropriate waste profile. If the material has a condition code of "F," the appropriate DEMIL form must accompany the DD Form 1348-1. **HMCC personnel will not open the container to verify the contents.**

(4) Once HMCC personnel have ensured that the HW and its container satisfy all applicable regulations and have weighed the container, they will annotate the weight of the container, the CLIN, cost per pound, and total cost on the DD Form 1348-1.

(5) After the appropriate budgeting information has been added to the DD Form 1348-1, the DD Form 1348-1 is ready for HMCC signature. Once signed, the HMCC personnel will return copy #4 of the form to the customer.

(6) Customer organizations will be charged for new packing materials issued by the HMCC and for HW disposal through the customer's Account Processing Codes (APC) and Fund Codes (FC) supplied by DRM; these codes shall be kept on file in the customer's HMCC file.

(7) It is a customer's responsibility to ensure that HW drums are correctly labeled in accordance with appropriate Department of Transportation (DOT) and U.S. Environmental Protection Agency (EPA) labeling. All HW turned in at the HMCC will be submitted with the appropriate waste profile from ENRMO and, if required, appropriate MSDS. **Absolutely no unidentified waste will be accepted by the HMCC.**

b. Waste Operation After DD Form 1348-1 Completed and Signed

(1) HMCC personnel will prepare a waste turn-in document (HSMS Form #3) and input the data into HSMS and attach appropriate bar code to the container.

(2) HMCC personnel will then attach the DD Form 1348-1 to the waste container.

(3) HMCC personnel will move the waste to the appropriate storage location in the waste yard.

c. DRMO Turn-In Procedure

(1) HMCC personnel will schedule a turn-in appointment with DRMO.

(2) HMCC personnel will then transport the waste to DRMO for turn-in.

(3) If DRMO rejects any turn-in of waste, the HMCC personnel will return the rejected waste to the HMCC and will inform the generator of the waste of the deficiency so the customer can reclaim the container and correct the deficiency. **HMCC personnel will not attempt to correct any deficiencies.**

(4) HMCC personnel will receive a copy of the waste manifest from DRMO.

(5) HMCC personnel will match the manifest and DD Form 1348-1 and make the appropriate entries in HSMS.

12. Pollution Prevention Measures

a. The HMCC shall establish procedures for the warehousing of all HM in the HMCC at Fort Gordon. These procedures shall satisfy the requirements and guidelines in TM 38-410, "Storage and Handling of Hazardous Materials."

b. The HMCC shall develop a comprehensive demand history for all HM consumed by each customer during maintenance activities. Every 6 months after a customer has been inducted, the HMCC will provide the customer with a demand history showing the type of material consumed and in what quantities. The HMCC will also provide recommended changes to the customer's inventory levels where appropriate.

c. The HMCC will make available to customers and other installations excess serviceable materials to avoid the possibility of having to incur the cost of disposal for the excess materials that become unserviceable.

d. The HMCC will conduct e-mail, FEDLOG, and telephonic research through GSA and other sources to identify environmentally preferred substitutes for utilized HM. It will be the responsibility of the customer's commander/supervisor or designated representative to authorize the use of any suggested substitution.

13. Shelf Life Management Program

a. The HMCC shall develop a comprehensive program that satisfies the requirements in DOD 4140.27-M, "Shelf-Life Item Management Manual" and other documentation approved by DOD concerning shelf life management.

b. The HMCC will provide customers with shelf life reports for the HM in their garrison and/or contingency stocks that will expire within 60 days. This report will be provided on a monthly basis.

(1) For materials that can be extended, new bar code labels will be produced. HMCC personnel will place the new labels on the materials in the contingency stock. New labels for materials in the garrison stock will be provided to the customer in conjunction with the monthly shelf life report.

The customer is responsible for placing the new labels on the garrison stock materials.

(2) For materials that cannot be extended, the customer will use the report to requisition replacement materials.

c. Products found to have expired or to have reached their expiration test date will be placed in a holding status until shelf life extension data is obtained to show the proper disposition of the material.

d. Material with no extension data available or unable to be tested due to quantity restrictions will be disposed of in the most cost-effective manner or distributed for applicable uses by other customers/activities or agencies.

e. Products with a Source of Supply (SOS) code of S9G require laboratory testing once their test/retest date has been reached.

f. Local purchase material or material assigned a SOS of GSA can be extended if found to pass criteria set in FED Standard 793 and/or inspection criteria found in DOD 4140.27M.

14. HSMS Data Entry Operations

HSMS data entry operations will be performed in accordance with Appendix A.

15. Points of Contact

a.	Hazardous Material Procurement:	June Griswell	791-7419/3811
b.	Hazardous Waste Management:	Estella Hernandez	791-2327
c.	Military Customer Service:	CW2 Demming	791-2815

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APPENDIX A

HSMS Data Entry Guide

Table of Contents

I. HSMS PROCEDURES

Material

A. New Customer Induction.

The following steps must be accomplished for new customers:

1. Fill out New Customer Worksheet (HSMS Form 1)
2. Create Locker List (AUL).
3. Get a Hazmat Custodian assigned.
4. Add Cost Center, POC, and Location Records.
5. Check Product Records and add New Products as needed. (See B. below)
6. Add Process and Algorithms, then add NSN's to Processes.
7. Add records to NSN Levels by Location and print out locker listing.
8. Create Task ID for process at new location(s).
9. Add materials to locker inventory (Commit Material), print and apply barcodes.

B. Adding Product To HSMS System.

Do the following:

1. Get MSDS and "Add a new Product to HSMS System" form with all pertinent information
2. Add NSN (See Adding a New National Stock Number)
3. Add MSDS (See Adding a New MSDS)
4. Add material to Site Specific Process (See Adding Material to a Process)
   a. Add all material to storage process
   b. Determine and add material to maintenance process that material will be used for
5. Add to Master Inventory (See Adding Material to Master Inventory)
6. Once all of these steps have been completed, do an Add as you normally would. (ADD by Input Receipt)

C. Processing Transactions.

Process transactions on a daily basis in the following order:

Add new products to system. (NSN, MSDS, process, MI/AUL/MSDS, receipt)
Do all orders.
Do all receipts.
Do all transfers.
Do all shelf-life extensions.
Do all issues (commit material).
Do all dispositions (input disposition).

Waste

A. Waste Data Loading

Enter Waste Disposal Sites (Enter in Reference → Address first, then Waste → Reference → Disposal Sites) Get these off of CD's

Enter Waste Transporters (Enter in Reference → Address first, then Waste → Shipping → Transporters) Get these off of Waste Manifests

Enter Waste Stream Cat's (Waste → Waste Stream Categories)

Enter Waste Streams (Waste → Waste Streams) and Waste Profiles (Waste → Waste Profiles)

Enter Waste Contract Info. (Waste → Contracts) Get off of a copy of the CLIN contract

Load locations of all waste storage sites. (Reference → Locations)

Load SSA locations (Reference → Locations)

Load Processes for each SSA site (Pollution → Site Specific Processes)

Load Processes for Waste Yard handling of unidentified/unassigned waste

When ready to go operational, load Container Inventory of Empty Containers

B. Processing Transactions.

Process transactions on a daily basis in the following order:

Load New Container records.
Enter Container Transfers.
Fill Transactions.
Close.
Store.
Manifest.
Return Manifest.
Dispose.

II. REFERENCE

Material

A. Adding A New National Stock Number.

1. Materials→National Stock Numbers

2. [Insert]

3. NSN: Put in NSN

4. Local NSN: Default N (Change to Y if it is a local NSN and use locally designated format for assigning a Stock Number)

5. Multi-component: Default N (Be sure to change this to Y if the NSN is for a KIT)

6. Inseparable: Default N (Leave it as N, unless it is a kit with inseparable components)

7. Nomenclature: Type in the generic name of the material, HMIS Item Name field (Not the manufacturer specific name. ex. Adhesive, not Sure-Seal)

8. Unit of Issue: If the item is a kit, KT will automatically appear since you put a "Y" at Multi-component. For non-kit items put in FEDLOG Unit of Issue BX, QT, CN, etc. from FEDLOG U/I space on form 1. [F2/Lookup]

9. SMIC: Skip [Tab] COG: Skip [Tab]

10. Unit of Issue Price: Put in FEDLOG Unit of Issue Price (If it is a BX, put in Box price) [Tab]

11. Low Limit: Skip [Tab] High Limit: Skip [Tab]

12. Shelf Life Code: (SLC)

13. Shelf Life Action Code: (SLAC)

14. Authorized Procurement: □ (Y/N) AUL: □ (Y/N) Mark Yes for both

15. Application/Process: Skip [Tab]

16. Instr Requiring HM: Skip [Tab]

17. Ref Tech Manual: Skip [Tab]

18. MRC Card/MIP Numbers: Skip [Tab]
19. Spec (MIL/Fed): Put in MIL Spec (If applicable) [Tab]

20. [End/Insert]

Component Screen will then come up.

For Kit item:

1. Nomenclature: Put in name of component (Maintenance Kit, Part A)

2. Tab past Trackable:, Article Exemption:, and Conversion Factor: to Optimal Unit of Use

Container Size: Enter number of units of measure in the container(the 5 of 5 gal cn)
Code: Put in abbreviation for Unit of Measure (oz, lb, gl)
Container Type: Put in abbreviation for Container Type (cn, tu, dr)

3. NSN when ordered separately: Skip [Tab]

4. [Insert/End]

5. Repeat for each kit component

For non-Kit items

1. Tab past Trackable: and Article Exemption: to

Conversion factor: Enter 1 if FEDLOG U/I and HMCC U/U are the same (CN and CN)
Enter the number of U/U per U/I if they are different. (12 cans [U/U] per box [U/I], enter 12[Tab]

2. Unit of Measure

Container Size: Enter number of units of measure in the container(the 5 of 5 gal cn)
Code: Put in abbreviation for Unit of Measure (oz, lb, gl)
Container Type: Put in abbreviation for Container Type (cn, tu, dr)

3. Optimal Unit of Use
This is the unit (U/U) that the HMCC issues the product by.

Container Size: Enter number of units of measure in the container(the 5 of 5 gal cn)
Code: Put in abbreviation for Unit of Measure (oz, lb, gl)
Container Type: Put in abbreviation for Container Type (cn, tu, dr)

This is the same info as you put in for 2. Unit of Measure
4. [Insert/End]

5. Screen comes up for entering Alternative Unit of Use Info. Ignore this.

[Esc/Cancel]

B. Adding A New MSDS.

For A non-kit MSDS

1. Go to Safety → Specific MSDS

[Insert]

2. Enter MSDS # Format: G##### (##### is a serial number)

3. HMIS MSDS: Enter HMIS MSDS Serial Number (if applicable) [Tab]

4. Manufacturer's MSDS: Enter Manufacturer's MSDS # (most will not have this) [Tab]

5. Identity of Material (As used on label):

Put in trade name of the material which will be found on the can (SURE-SEAL 195, not Sealing Compound)

[Tab]

6. Cage: Put in manufacturer's Cage code. F2/Lookup and search by manufacturer's name if necessary. Put CAGE: XXXXX if manufacturer is unknown. (See Inserting a New Manufacturer)

7. Specific Gravity: Enter Specific gravity of material. [Tab]

8. Flash Point: Enter flash point (both in °F and °C)(ex. 45F, 6C) [Tab]

9. % Volatility by Vol: Enter Percent Volatiles by Volume (if known). Leave blank if it is not a #, or use 99.9999 if it is 100%.

10. Solubility in Water Vol: Enter Solubility in Water (ex. Nil, insoluble, moderate, slight) or leave blank. [Tab]

11. Hazard Category:
    Hazard Type:

Read the sections for Fire and Explosion Hazard Data, Reactivity Data, and Health Hazard Data. Deduce from these if the material is a Health hazard which refers to the short-term and long-term health effects of exposure to the product. (check Health box and Immediate and/or delayed) Then deduce whether the material is a Physical hazard which indicates that the material is flammable, pressurized and explosive, and will react with other products. (check Physical box and any or all of Fire, Release/Pressure, and Reactivity) Material is considered Flammable if Flash Point is >140F.

12. Product State: Indicate Solid, Liquid, or Gas.

13. Powder/Molten Form Flag: This must be answered Y or N if Product State is Solid. This refers to whether the solid material is a powder or is in molten (melted solid) form. Insert Y if it is powder or molten, N if it is neither.

14. Pure/Mixture Flag: Indicate Mixture unless product ingredients indicate 100% of one chemical (CAS#)

15. Area Storage Cd: Enter code according to what type of storage is appropriate for the material. (ex. Flammable Storage, Acid Storage, etc.) Use F2/Lookup, and select code. Use A if you don't know.

16. Cont. Storage Cd: Enter code according to what type of container the material is stored in. (ex. Can, Drum, Bottle, Other, etc.) Use F2/Lookup, and select code. Use R if you don't know.

17. Temperature Cd: Enter code for temperature constraints applicable to the storage of the material. (ex. Ambient temp., Less than Ambient, etc.) Use F2/Lookup, and select code. Use Ambient if you don't know.

18. Pressure Cd: Enter code for pressure constraints applicable to the storage of the material. (ex. Ambient, Extremely High, etc.) Use F2/Lookup, and select code. Use Ambient if you don't know

19. Hazard Cat. Cd: Enter Hazard Characteristic Code (from HMIS) or skip

20. Disposition Cd: Skip [Tab]

21. Focal Point Date: Skip [Tab]

22. Date MSDS Prep: Enter Date MSDS Prepared from HMIS or from manufacturers MSDS.

23. Press[Insert/End] to Add MSDS

Entering Chemical Constituents

24. CAS#: Enter the Chemical Abstract Service (CAS) # for a constituent or [F2/Lookup]. [Tab] (See adding a new CAS#)

25. Percent of formula: Enter the percent of chemical for this MSDS. If the percent is given as a range, use the midpoint of the range. (ex. 10-30%, use 20%) If the percent is given as a < or > use the number (ex. <5%, use 5%) If Chemical Percentage is not given, enter 1%. If an ingredient is listed as Unknown use CAS# 999999-99-9 and Chemical Percentage of 1%.

26. [Insert/End] Insert all remaining CAS#'s for the product, then hit [Esc/Cancel] when done.

For A Kit MSDS

1. Go to Safety → Kit MSDS

[Insert]

2. Enter MSDS # Format: KT##### (#### is a Serial #, do a search on MSDS#: KT% first to see what is the next serial # to be used)

3. Identity of Material (As used on label):

Put in the manufacturer's product trade name. ex. SURE-SEAL 195 not SEALING COMPOUND

[Tab]

6. Cage: Put in manufacturer's Cage code. F2/Lookup and search by manufacturer's name if necessary. Put CAGE: XXXXX if manufacturer is unknown. (See Inserting a New Manufacturer)

7. MSDS: Do an [F2/Lookup] and then press [Insert]

You should have a whole separate MSDS for each component of the kit or you may have one MSDS which denotes separate information for each component.

This information will be inserted just like a normal MSDS record. Then the MSDS's for each component will be tied to the Kit MSDS.

Once you have inserted MSDS records for each component Press [Esc/Cancel] until you get back to Kit MSDS Information screen.

In the blanks under MSDS (in the white) type in the MSDS number for each component you just inserted. The Trade Name and CAGE Info. will fill itself in. Then press [Insert/End] to save the Kit MSDS record.

Insert MSDS record for each component of Kit as follows:

1. MSDS: Enter MSDS # in the format: K####A where ####A is the same serial number used for the Kit MSDS # (KT####) with the component designator on the end.

2. HMIS MSDS: Enter HMIS MSDS Serial Number (if applicable) [Tab]

3. Manufacturer's MSDS: Enter Manufacturer's MSDS # (most will not have this) [Tab]

4. Identity of Material (As used on label):

Put in manufacturer's product trade name. (SURE-SEAL 195, Accelerator)

[Tab]

5. Cage: Put in manufacturer's Cage code. F2/Lookup and search by manufacturer's name if necessary. Put CAGE: XXXXX if manufacturer is unknown. (See Inserting a New Manufacturer)

6. Specific Gravity: Enter Specific gravity of material. [Tab]

7. Flash Point: Enter flash point (both in °F and °C)(ex. 45F, 6C) [Tab]

8. % Volatility by Vol: Enter Percent Volatiles by Volume (if known). Leave blank if it is not a #, or use 99.9999 if it is 100%.

9. Solubility in Water Vol: Enter Solubility in Water (ex. Nil, insoluble, moderate, slight) or leave blank. [Tab]

10. Hazard Category:
    Hazard Type:

Read the sections for Fire and Explosion Hazard Data, Reactivity Data, and Health Hazard Data. Deduce from these if the material is a Health hazard which refers to the short-term and long-term health effects of exposure to the product. (check Health box and Immediate and/or delayed) Then deduce whether the material is a Physical hazard which indicates that the material is flammable, pressurized and explosive, and will react with other products. (check Physical box and any or all of Fire, Release/Pressure, and Reactivity) Material is considered Flammable if Flash Point is >140F.

11. Product State: Indicate Solid, Liquid, or Gas.

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14. Area Storage Cd: Enter code according to what type of storage is appropriate for the material. (ex. Flammable Storage, Acid Storage, etc.) Use F2/Lookup, and select code. Use A if you don't know.

15. Cont. Storage Cd: Enter code according to what type of container the material is stored in. (ex. Can, Drum, Bottle, Other, etc.) Use F2/Lookup, and select code. Use R if you don't know.

16. Temperature Cd: Enter code for temperature constraints applicable to the storage of the material. (ex. Ambient temp., Less than Ambient, etc.) Use F2/Lookup, and select code. Use Ambient if you don't know.

17. Pressure Cd: Enter code for pressure constraints applicable to the storage of the material. (ex. Ambient, Extremely High, etc.) Use F2/Lookup, and select code. Use Ambient if you don't know.

18. Hazard Cat. Cd: Enter Hazard Characteristic Code (from HMIS) or skip

19. Disposition Cd: Skip [Tab]

20. Focal Point Date: Skip [Tab]

21. Date MSDS Prep: Enter Date MSDS Prepared from HMIS or from manufacturers MSDS.

22. Press[Insert/End] to Add MSDS

<u>Entering Chemical Constituents</u>

23. CAS#: Enter the Chemical Abstract Service (CAS) # for a constituent or [F2/Lookup]. [Tab] (See adding a new CAS#)

24. Percent of formula: Enter the percent of chemical for this MSDS. If the percent is given as a range, use the midpoint of the range. (ex. 10-30%, use 20%) If the percent is given as a < or > use the number (ex. <5%, use 5%) If Chemical Percentage is not given, enter 1%. If an ingredient is listed as Unknown use CAS# 999999-99-9 and Chemical Percentage of 1%.

25. [Insert/End] Insert all remaining CAS#'s for the product, then hit [Esc/Cancel] when done.

C. Inserting a New Manufacturer.

Materials → Manufacturers (or at the manufacturers screen elsewhere)

1. [Insert]

2. Cage: Enter manufacturer's Cage code or for a local manufacturer put in L####. (#### is a serial #, do a search on L cages first to see what is the next serial #)

3. Name: Enter manufacturer's name. [Tab]

4. Address: Enter manufacturer's address. If no address enter UNKNOWN. [Tab]

5. City: Enter City or UNKNOWN. [Tab]

6. State: Enter State (abbreviation) or AS if State is unknown.

7. County: Enter County or skip if unknown. [Tab]

8. Zip: Enter Zip Code or 99999 if unknown. [Tab]

9. Phone: and Emergency Phone: Enter #'s or skip if unknown.

10. [Insert/End]

D. Entering a New CAS#.

Safety → CAS Numbers (or at the CAS# screen elsewhere)

Look up Chemical in Chemical Dictionary and complete transaction with the appropriate information. If chemical cannot be found, use defaults as listed below.

1. Press [Insert]

2. CAS Number: Enter CAS# [Tab]

3. Chemical Name: Enter name of chemical [Tab]

4. Hazardous Category: Check "Health" box

5. Health Category: Check "D Irritant" box
6. Hazardous Type: Check "immediate" box

7. Product State: Select "Liquid" button

8. Density:
Extremely Hazardous Substance?:
VOC?:
Air Toxic VOC?:
Production Ratio/Activity Index:
Source Reduction Activities:

Skip These

9. NIOSH Number: Enter NIOSH (RTECS) Number from HMIS or skip if not there

10. ACGIH TLV: Enter ACGIH TLV from HMIS, enter "NOT EST", if it is not established.

11. Other Recommended Limits: Enter Other Recommended Limits from HMIS, enter "NONE REC" if it says none recommended.

12. OSHA Permissable Exp Limits: Enter OSHA PEL from HMIS, enter "NOT EST", if it is not established.

13. [Insert/End]

E. Adding Material To A Process.

Pollution → Site Specific Processes

1. [Search] Put in at least 1st 3 characters of Code or ID

Add all materials to the storage process:
ST0100 STORAGE = HMCC STORAGE

2. [OK/End]

3. Select code to update/add to, put cursor in code field

4. [Update]

5. [ShF7] Material

6. [Insert] Enter NSN (F2/Lookup if needed)
7. [Insert/End]

Transaction Successful OK

[OK/Enter]

8. Put in next NSN

F. Adding Material To The Master Inventory.

Materials → Master Inventory/AUL/MSDS

1. [Insert]

2. NSN: Type in NSN

3. MSDS: Put in MSDS# for MSDS that will be tied to NSN

4. Part#: Put in Part # given or UNKNOWN if none given [Tab]

5. CAGE: Put in CAGE code (or F2/Lookup) for manufacturer of product, you MUST put this in or else the manufacturer will not print out on our inventory reports!

6. Approved? (Y/N): Enter Y

7. Date Approved: Enter today's date

8. Skip the rest, and hit [Insert/End]

IF the item is a **KIT** you will then have to enter the MSDS #'s for each component of the kit. You will also have to put in a part number for each component (If there is no part # given, put "PART A", "PART B", etc.) and the CAGE for each component. Then hit [Insert/End]

WASTE

A. Waste stream

Waste → Waste Streams → Insert

1. ID: enter waste profile # from Waste Material Profile Sheet (WMPS)

2. Name: enter name of waste as written on WMPS

3. Hazardous?: see WMPS. If yes, enter "Y" for State Hazardous & RCRA also. If no, enter "N" for all. (Note: One Time Only is always "N")

4. Category: enter waste stream # from printout

5. Storage Code: skip

6. MFG Cage: skip

7. Flash Point: enter as written on WMPS (ex: 54 degrees, enter as 54)

8. MILSPEC Code: skip

9. Max Accumulation Days: always enter 90

10. Product State: see WMPS; (ex: liquid, 100%) must total 100%

11. Type: always non-bulk

12. PCB: skip

13. NSN: skip

14. MSDS: skip

15. DOT ID: search / enter NA # or UN # from WMPS (ex: UN1247) / select / update / enter the Hazardous Waste Class (ex. 3) & Hazardous Packaging Group (ex: II) from waste profile sheet / end

16. *Max On-Site*
    Days: always 365
    Unit of Measure: always GL (gallon), unless written otherwise on WMPS
    Volume: always 55, unless written otherwise on WMPS

17. *Reportable Spill*
    Unit of Measure: skip
    Qty: skip

18. *Sample Information* — **Analysis Needed**: see WMPS. If yes, enter **Last Date**, **Frequency in Months**, and **Lastest Analysis #** as provided on WMPS

19. *Disposal Information* — **Method**: D085, unless otherwise known
Unit of Measure: always LB (pounds)
Quantity, **Billing Rate**, and **Cost**: skip

20. *Characterization Information* — **Method**: skip
Analysis Date: skip
LDR: skip

21. DOT Container Code: use 1A1 as default, load all possible container types

22. EPA Disposal Code: see handout or state I.D. no(s). On WMPS (ex: D001)

23. State EPA Disposal Code: skip

24. CFR #: use 40 as default

25. CFR Section: use 268 as default

26. Hazardous Labels: see WMPS (ex: flammable liquid)

27. Hazardous Placards: see WMPS (ex: flammable)

28. INSERT. A "transaction successful" box will appear. ENTER. At the computer's prompt, enter the CAS # and percentage from the "Ingredients/Identity Information" section of the MSDS (usually attached to the waste profile sheet).

B. Waste Profile

Waste → Waste Profiles

1. [Insert]

2. ID: see instructions in Step 1, Waste Streams

3. Name: see instructions in Step 1, Waste Streams / select a category (hazardous, non-hazardous, or other)

4. Waste Stream: same as ID #

5. State Hazardous?: enter "Y" if the material is a hazardous material.

6. Organic?: always "N"

7. TSCA?: always "N"

8. RCRA?: enter "Y" if the material is a hazardous material

9. Superfund?: always "N"

10. PCB?: always "N"

11. Product state: see instructions in Step 1, Waste Streams

12. Flash point: see instructions in Step 1, Waste Streams

13. DOT ID: search / enter NA # or UN # from waste profile sheet (ex: UN1247) / select

14. *Reportable quantity* **Unit/Measure:** skip
Qty: skip

15. *Disposal Information* **Method:** use D085, unless otherwise known
Unit/Measure: always LB
Anticipated Qty & Cost: skip

16. Hazardous Labels: see instructions in Step 1, Waste Streams

17. Hazardous Placards: see instructions in Step 1, Waste Streams

18. EPA Activity Code: skip

19. EPA Source Code: skip

20. EPA Form Code: skip

21. EPA System Code: skip

22. Supplemental Information: skip

23. INSERT. A "transaction successful" box will appear. ENTER. At the computer's prompt, enter the CAS # and percentage from the "Ingredients/Identity Information" section of the MSDS (usually attached to the waste profile sheet).

C. Contracts

Waste → Contracts

1. [INSERT]
2. Contract #: enter CLIN contract number
3. Type: always "P"
4. ID: enter waste profile #
5. Expiration Date: enter CLIN expiration date
6. Effective Date: enter CLIN effective date
7. *CLIN/Suffix/Desc*
   CLIN: look up the material name on the handout and type in the CLIN for that material
   Suffix: skip
   Desc, Unit Cost, & UOM (unit of measure): look up the CLIN on bid schedule sheet and type in the description and unit cost shown for that CLIN
8. [END/Insert]

GENERAL

A. Cost Center.

You must first have a new customer worksheet with information filled out. If DODAAC is not filled out, look up the DODAAC in the DODAAC listing.

Reference → Facility Cost Centers

1. Search first by description to make sure Cost Center doesn't already exist.

2. To enter a new Cost Center: press [Insert/F5]

3. CODE: Enter the DODAAC (6 characters) [Tab]

4. Description: Enter the name of the unit/cost center [Tab]

5. Technical POC ID: Skip [Tab]

6. Supervisor ID: Enter or lookup Personnel ID of Unit POC, if available. [Tab]

7. Variable Accounting Charge: Skip [Tab]

8. [Save/End]

B. Personnel.

Make sure the Cost Center record is entered FIRST.

Reference → Personnel

1. [Insert/F5]

2. ID: See Personnel ID Prefixes Sheet. ID is 6 characters consisting of prefix and serial numbers. You can do a search on a prefix to find out what the next available serial number is. Enter personnel ID. [Tab]

3. SSN: Skip [Tab]

4. Active: Defaults to Y. Skip [Tab]

5. Last Name: Enter last name. [Tab]

6. First Name: Enter first name or rank. [Tab]

7. Start Date: Defaults to current date. Skip [Tab]

8. Job title: Enter HAZMAT CUSTODIAN if the person is a custodian for the HMCC system. Enter SSA MGR if the person is a satellite storage area manager. [Tab]

9. Last Physical: Skip [Tab]

10. Comm. Phone #: Enter phone #

11. DSN Phone #: Enter DSN #, if available or [Tab]

12. Cost Center: Enter DODAAC of unit, or [F2/Lookup] and select. [Tab]

13. Supervisor ID: Enter the Personnel ID# for who is responsible for the unit the person works in. [Tab]

14. [Insert/End]

C. Locations.

Location Naming

Bldg: ######

Floor: ## = Container (put a 0 in front of a single#) Put OP for a deployment container

Room: #### = Location (0 in front of #'s to make a 3-digit #, ex. 001, 010, 100)

Desc: Unit or Owner, Type of container

Unit or Owner = HMCC, DPW, 7/101, etc.

Type of Container = HM STORAGE UNIT (HAZSTOR BOX)
REFRIGERATOR
FLAM LOCKER
CORROSIVE LOCKER
RETURN LOCKER
BUNKER
HAZMAT WAREHOUSE
HAZMAT ROOM
DEPLOYMENT
etc.

Adding A New Location

Reference → Locations

Or if you are at a Locations screen somewhere else in HSMS

1. (Insert)

2. Enter info. using Naming Guide above

Bldg:
Floor:
Room:
Description:

Area Storage Type: G for Flammable
A for General Purpose
M for Acid

or [F2/Lookup] pick one [Select/End]

Container Storage: R for Other

Pressure: 1

Temperature: 4

Cost Center: Enter Cost Center for Unit/Owner of the container
[F2] pick one [Select/End] (See Adding a New Cost Center)

Waste Storage Facility Type: 0 days (unless it is an approved waste accumulation site)

3. [Insert/End]

Adding Receiving Locations

Materials → Receiving Locations

1. [Insert]

2. [F2] Use [Prev/Next] or [PgUp/PgDn] to look at locations or [ShF3/Search] to find a specific one.

3. Put cursor in Bldg. Field of location you want to select. Press [Select/End]
4. Press [Insert/End]

Transaction Successful OK

[OK/Enter]

5. Go to Step 2. To do another, or [Esc][Esc] to end.

D. Processes/Algorithms.

Looking up a Process/Task

Look up process by NSN.

Pollution → Task IDs by Stock Number

Enter NSN. [OK/End]

Copy down process code and ID.
[Exit/Esc]

Adding a new Site Specific Process

Do some research and decide which Generic Process will best fit the process to be created.

Pollution → Site Specific Processes

1. [Insert]
2. Process Code: Enter or [F2/Lookup] Generic Process Code
3. Process ID: Enter a site specific process ID code. Use the format *****
4. Nm: Enter the name of the site specific process.
5. Date: current date [Tab]
6. Respondent: Enter ID# of person developing Process
7. Tech POC: Enter ID# of person developing Process
8. Cst/Wrk Cntr: Enter HMCC Cost Center Code
9. Bldg/Floor/Rm/Desc: Enter location of HMCC

10. Skip Tank#: Ctrl Eqp PA#: Equip PA#: Temperature:

11. Authorization: Enter "YES"

12. Skip Monitor Mthd: Schedule:

13. Comment: Skip if no comment

14. Skip Process Flow Diagram Desc:

15. Skip Permits: Regulations: Weapons Systems: Equipment: Training:

16. [Insert/End]

17. Material Information Screen will then pop up. Enter NSN's for all products used in this process. Enter NSN and skip the rest. Hit [Insert/End] After all NSN's have been inserted hit [Cancel/Esc]

18. Process Waste Information screen will then pop up. Enter the Waste ID# and estimated annual poundage (if known). Hit [Insert/End] After all waste ID#'s have been inserted hit [Cancel/Esc]

Adding a Process Algorithm

Research the process. Do a process flow diagram. Identify materials and equipment used in the process. Do engineering calculations for material dispersion and emissions. Identify what Form R categories the material use, dispersion, and emissions fall into. Write up an assumptions and justifications sheet and a chemical breakdown sheet. Decide if Algorithm will be defined by chemical states (Solid, Liquid, and Gas), or by CAS number (chemical specific).

Pollution → Process Algorithms → By Chemical State or
By CAS Number

By Chemical State

1. [Insert/F5]

2. Enter Process Code and ID for the Site Specific Process. [Tab]

3. Select radial button for the chemical state being defined.

4. Enter the percentages and Form R Sections for each area specified.

   To Product: means the amount of the chemical that will remain with/on the final product. Form R sections for this are as follows: 3.1.A.C-F, 3.1.B.C-F, 3.2A-D, or 3.3A-D. Use 3.3c as default.

Air Point: means the amount of the chemical which will be an emission by an Air point source such as a paint booth, smoke stack, etc. (usually a permitted source). Form R section for this is 5.2.

Air Non-Point: means the amount of the chemical which will be an emission to the air in general such as an open-top degreasing tank, spray painting in the ambient air, or any type of evaporation/spraying into the ambient air.

Land On-site: means the amount of chemical released to land within the facility fence line. This may occur at an on-post landfill or other type of surface impoundment facility. Form R sections for this are as follows: 5.4, 5.5.1-4.

POTW: means the amount of chemical released to a publicly owned water treatment facility. This facility must be an off-site located facility. Form R section for this is 6.1.A.1.

Waste: means the amount of the chemical which will end up as a waste as a result of the process. Form R sections for this are as follows: 8.1 – 8.8. If the resulting waste is non-hazardous, enter NHW.

5. Recv Streams or Water Bodies: Skip this unless there are releases defined for these areas.
6. [Insert/End]
7. Do one of these screens for each chemical state used in the process.

<u>By CAS Number</u>

1. [Insert/F5]
2. Enter Process Code and ID for the Site Specific Process. [Tab]
3. CAS#: Enter the CAS# for the first chemical to be added.
4. Enter the percentages and Form R Sections for each area specified.

To Product: means the amount of the chemical that will remain with/on the final product. Form R sections for this are as follows: 3.1.A.C-F Manufactured, 3.1.B.C-F, 3.2A-D Processed, or 3.3A-D Otherwise used.

Air Point: means the amount of the chemical which will be an emission by an Air point source such as a paint booth, smoke stack, etc. (usually a permitted source). Form R section for this is 5.2.

Air Non-Point: means the amount of the chemical which will be an emission to the air in general such as an open-top degreasing tank, spray painting in the ambient air, or any type of evaporation/spraying into the ambient air. Form R section for this is 5.1.

Land On-site: means the amount of chemical released to land within the facility fence line. This may occur at an on-post landfill or other type of surface impoundment facility. Form R sections for this are as follows: 5.4 Underground injections on-site, or 5.5.1 Landfill, 5.5.2 Land Treatment/Application Farming, 5.5.3 Surface impoundment, or 5.5.4, Other disposal.

POTW: means the amount of chemical released to a publicly owned water treatment facility. This facility must be an off-site located facility. Form R section for this is 6.1.A.1.

Waste: means the amount of the chemical which will end up as a waste as a result of the process. Form R sections for this are as follows: 8.1 – 8.8. If the resulting waste is non-hazardous, enter NHW.

5. Recv Streams or Water Bodies: Skip this unless there are releases defined for these areas. If there is an on-post wastewater treatment facility, and released were identified going into the wastewater facility, then the water body or stream that the effluent is being discharged into must be listed. Also, and streams or water bodies which may receive stormwater runoff containing tracked chemicals must be listed.

6. [Insert/End]

7. Do one of these screens for each CAS#/chemical used in the process.

Inserting a new Specific Task ID

Material → Transactions → Create Specific Task ID

Or if you are at a Task ID screen somewhere else in HSMS

1. [Insert]

2. Task#: Put in site specific process Code and ID [Tab]

3. POC ID: Put in Hazmat Custodians ID [Tab] or [F2][ShF3/Search] Put in last name [OK/End] Pick [Select/End]

4. Bldg/Floor/Rm/Desc: [F2][Shf3/Search] Put in Bldg/Floor of locker for that unit [OK/End] Pick [Select/End]

5. TGI/Production JON: Skip [Tab]

6. Date/Time: [Tab] through (leave as defaults)

7. [Insert/End]

HINT: If inserting several tasks for same locker/Custodian, copy task for same locker/custodian and put in new process info. Insert all tasks before proceeding with transactions.

III. TRANSACTIONS

Material

A. Order

ORDER = ANTICIPATED RECEIPT

Insert an Anticipated Receipt

Materials → **Anticipated Receipts**

1. [Insert]

2. Document #: Insert the Document # for the order. It will be in the following format:
   W90M2K####0001 ← serial #'s [Tab]
   ↑ ↑
   DODAAC Julian Date

3. NSN: Enter the National Stock Number for the item being ordered.

4. JON field: put in APC code (4 characters) "/" then Fund Code (2 characters) [Tab]

5. Contract Number: Enter Priority Code (2 characters) [Tab]

6. Site Specific Process: Enter ST0100-STORAGE for the HMCC Storage Process. [Tab]

7. Orderer ID: Enter the POC ID for the Supply Tech. [Tab]

8. Cost Center: Enter the DODAAC of the Unit being charged for the order. [Tab]

9. Part #: Skip these if they are unknown. [Tab]
   Cage:
   MSDS:

10. Qty: Enter the quantity of the item being ordered. This will be the quantity according to the FEDLOG Unit of Issue. (ex. **1** Box of 12 cans, qty will be 1) [Tab]

11. Price: Enter current FEDLOG price of material. [Tab]

12. Order: Enter the date the order was placed. [Tab]

13. Award: Enter the date the order/contract was awarded. (Skip if not applicable.) [Tab]

14. Est Deliv: Enter the estimated delivery date. (Optional) [Tab]

16. [Insert/End]

Producing Flat File

1. Bring up Crystal Reports. Open "awace255.rpt" and use the select expert to choose the Julian date(s) for the report.

2. Refresh data.

3. Go to File → Print → Export

4. Enter the following: Format: Text
   Destination: Diskfile

5. Save as awace255.dat and export out to a: drive.

6. Put the file on a floppy with a copy of the header file awace255 and enter into SARRS-1.

7. SARRS-1 --- Do a "transin" enter "custin" put in a:floppy. Then do a "process". When finished escape and print out a report.

8. Print out SARRS review report to give them hardcopy of orders.

B. Receive

ADD by Input Receipts

Use this transaction for new, purchased material being entered into system.

Materials → Transactions → **Input Receipts**

1. [Insert]

2. Use Actual Document # given, in the format of
   Document #: W90M2K####0001 ← serial #'s [Tab]
   ↑ ↑
   Ordering DODAAC Julian Date

You may get the following message if an anticipated receipt (order) was not previously put into the system for the Document #:

Document number not found in

Anticipated Receipts, but will continue.
OK

Hit OK to Continue transaction.

3. Shipment: 1 [Tab] Lot: 1 [Tab]

If you have more than one Lot/Batch on the same Document, put all of the info. in for the first Lot/Batch, then for the following Lot/Batch(s) change the document Lot: to 2 then 3, etc.

4. NSN: Type in NSN

5. Qty Rcvd: Type in Total QTY received. This qty will be the qty by FEDLOG unit of issue. (If you receive **1** box of 12 cans and the FEDLOG U/I is BX, enter a qty of 1) [Tab]

6. MSDS: [F2/Lookup] (if more than one [View] - Scroll through using [Next], Select MSDS for the manufacturer of the product you are entering, [Exit/Esc]) Put cursor on appropriate NSN [Select/End]

7. Expire: Type in Expiration Date (original) (RID) (MM/DD/YY, use 01 for DD if no day given)

8. MFG. Lot Batch #: Enter Lot/Batch for product [Tab]

9. Unit Price: Type in price for the FEDLOG U/I (Box Price if U/I is a box) (Item Cost) [Tab]

10. Mat'l Class: "A" for New/Purchased Product or "R" for Excess

11. Receiver ID: Defaults to HSMS login, Change if necessary [Tab]

12. Date/Time: Default, Change to Date received or data processed Time: [Tab]

13. Task #: [F2] Choose ST0100-STORAGE HMCC Storage [Select/End]

14. Bldg/Floor/Rm/Desc: MUST BE A LISTED RECEIVING LOCATION [F2] ***Need [Search] and [Insert] here*** Put cursor on appropriate Bldg field [Select/End]

If location does not come up, it probably needs to be added as a receiving location. (See "Adding Receiving Locations")

15. Print Barcode by: O Unit of Issue (KT Kit)
O Do not print Barcodes

Select appropriate button

16. [Insert/End]

Do you want to print a packaging label?
Yes No

[No]

Transaction Successful
OK

[OK/Enter]

ADD by Adjust Master Inventory

Use this transaction for excess materials being entered into system

Materials → Transactions → **Adjust Master Inventory**

1. [Insert]

2. Create Document #: W90M2K####T001 ← serial #'s [Tab]
   ↑
   Julian Date

3. Shipment: Default 1 appears [Tab]

4. Lot: Enter 1 [Tab]

WARNING: This Document Number/Shipment/Lot does NOT exist.

[OK/Enter]

If you have more than one Lot/Batch on the same Document, put all of the info. in for the first Lot/Batch, then for the following Lot/Batch(s) change the document Lot: to 2 then 3, etc.

5. Suffix: Skip [Tab] Comp: Skip [Tab]
6. NSN: Enter NSN

7. MSDS: [F2/Lookup] View to make sure you are selecting MSDS for correct manufacturer. Put cursor on correct one [Select/End]

*** If no MSDS for the manufacturer is in the system, see Adding a new manufacturer when doing an add.

8. Unit Price: delete all 0.00, type in price per FEDLOG Unit of Issue. (This will be the box price even if we are issuing (UU) by the can)(Item Cost) [Tab]

9. Mat'l Class: R for Excess Product or A for new product

10. Exp Date: Enter date (RID) MM/DD/YY, if day is not given, enter 01 for day

11. Mfg Batch Num: Enter Lot/Batch for product [Tab]

12. Unit of Usage: This shows the unit size by which the HMCC issues the product [Tab] through

13. Site Specific Process: [F2] Choose ST0100-STORAGE HMCC Storage [Select/End]

14. Bldg/Floor/Rm/Desc: [F2] [ShF3/Search] Enter Bldg, Floor, Room [OK/End] [Select/End] **See Adding a New Location, if needed.**

15. Issued to: Skip [Tab]

16. CURRENT ONHAND TASK/LOC(UU): Delete 0.000000, Insert Total QTY (by UU) being added, [Tab]

Do you wish to print Barcodes for the additional items?
Yes No

[No]

17. [Insert/End]

18.

Transaction Successful
OK

[OK/Enter]

C. Issue.

Issue by Commit Material by Document

Material → Transactions → **Commit Material by Document#**

1. Specific Task ID: [F2] [ShF3/Search] Put in Bldg # [Ok/End]
   View processes to find correct one according to Task#, Unit, Location, etc., put cursor on right one [Select/End] **SEE Inserting a new Specific Task ID.**

2. Mat'l Current Task#: Process task# comes up, if material is currently assigned to this process, [Tab][Tab], if material is currently assigned to a different process, [F2] pick one [Select/End]

3. Mat'l Current Location: [F2][ShF3/Search] Enter Bldg, Floor, Room where resource material is coming from [OK/End], [Select/End]

4. Issuer: If issuer is different than default, put in ID of issuer [Tab] or [F2/Lookup] [ShF3/Search] put in last name [OK/End] [Select]

5. Issued to: Should be hazmat custodian for unit you're issuing to. Name will come up automatically according to who is responsible under the task #.

6. TGI/Production JON: Skip [Tab]

7. Put in date of Issue (Date Item Received), [Tab] past time.

8. Document...: [F2] [ShF3/Search] Put in Document # of items issued. (Look up on Master Inventory Ref Sheet by NSN, Lot/Batch, and location) or put in NSN [OK/End] Pick [Select/End]

9. Enter Quantity issued. [Tab]

10. Do multiple issues if needed.

11. [Save/End]

Issue by Commit Material by NSN

Material → Transactions → **Commit Material by NSN**

1. Specific Task ID: [F2] [ShF3/Search] Put in Bldg # [Ok/End]
   View processes to find correct one according to Task#, Unit, Location, etc., put cursor on right one [Select/End] **SEE inserting a new Specific Task ID.**

2. Put in date of Issue (Date Item Received), [Tab] past time.

3. Issuer: If issuer is different than default, put in ID of issuer [Tab] or [F2/Lookup] [ShF3/Search] put in last name [OK/End] [Select]

4. Issued to: Should be hazmat custodian for unit you're issuing to. Name will come up automatically according to who is responsible under the task #.

5. TGI/Production JON: Skip [Tab]

6. NSN: Put in NSN being issued.

7. Current Task#: [F2] Task #'s for that NSN will show up. Make sure appropriate code is highlighted [Enter/Click on]

8. Resource Location: [F2]highlight appropriate location [Click on/Enter] [Select/End] If it hangs here, just wait.

9. Issue by: O Serial #'s Unit type: O Unit of Usage (UU)
O Quantity (UU) O Unit of Measure (UM)

Defaults OK (go to 10.) → unless kits, then choose

Issue by: O Serial #'s Unit type: O Unit of Usage (UU)
O Quantity (UU) O Unit of Measure (UM)

Put in staring serial # as the 1st ser# on the list, [Tab] put in Qty to issue

Go to 11.

10. Serial#...: Press [Enter] if highlighted Ser# is correct. Use ↑↓ to select correct entry, then click on or press [Enter].

Cursor will go to UM/UU: Put in UU
Issued Quantity: Put in amount issued

11. Select ☐ Print Barcode ☐ Print Hardcopy if needed.

12. **DO NOT PRESS [END]**

[Save Transaction/F3]

D. Input Material Disposition.

Materials → Transactions → Input Disposition of Material

This transaction allows us to tell the computer what happened to a product that was issued to a customer. It could be used, lost, spilled, returned, or disposed of as waste.

1. Specific Task ID: enter the task ID which the material was issued to or [F2/Lookup] the Task ID using building # and POC information.

2. Issued To: Enter the ID# of the person the material was issued to or [F2/Lookup] using Last name. (This will be the Hazmat Custodian)

3. You may get a message that says "No Doc/Ship/Lot numbers have been issued to POC for this Process Occurrence." This means the person has not been issued any material that hasn't already been dispositioned.

4. If material has been issued, the document numbers will appear in the Ser#, Doc/Shp/Lot etc.

5. Authorization: Enter personnel ID of person conducting the transaction. [Tab]

6. Date/Time: Enter Date transaction took place. [Tab]

7. *For Returned Materials Enter -

Task#:
Bldg/Floor/Rm/Desc:
Mat'l Class:

If materials are being returned to stock, enter the Task#: ST0100-ST0100 for HMCC Storage, enter the location the material is being returned to, and enter the material class the material is being returned as (R for Excess, A for New).

If materials are not being returned [Tab] through until you get to the dispositioning section.

8. To disposition materials, position the cursor on the proper line corresponding to the document # to be dispositioned (Document info will appear in the material information section at bottom of screen). Enter the quantity dispositioned in the appropriate column for what happened to the material. (Example: If you returned ½ a can and used ½ a can, enter .5 in the *Returned column and .5 in the Used column)

9. If you entered a quantity in the Disposed column, when you [Tab] past the column, a screen will appear asking for waste stream and container information. You must enter the Waste Stream ID, Container ID, and whether the container was closed. Then select [Return/End]

10. When finished dispositioning all documents for the Task, you may

Print Hard Copy, if needed.

11. [Save/End] Be patient this may take awhile. Transaction Successful. OK

E. Transfer by Using Transfer Material (Intransit).

Materials → Transactions → Transfer Material (Intransit)

1. Message pops up "Please use 'F3' to SAVE transaction. Do not use END key." Hit [OK/Enter].

2. Date/Time: Enter date transaction took place if other than default.

3. Perform Intransit Option: Uncheck this box

4. From Location: Type in location material is being transferred from or hit [F2/Lookup] and select a location from the list. You must highlight the location you are selecting and hit enter before you hit [Select/End] or click on the location record and then hit [Select/End]

5. To Location: Type in location material is being transferred to or hit [F2/Lookup] and select a location from the list.

6. Process Number: enter ST0100-ST0100 for the HMCC Storage process.

7. Transfer Doc. Number: Enter the 1348 Document number if this is a material transfer to DRMO. Otherwise Skip [Tab]

8. Transfer Method: O Pick List
O Range
If you are going to pick ser #'s from the list select the Pick List button, if you are going to enter a range of ser #'s select the Range button.

9. Pick List - click on or highlight and hit enter for the ser #'s to be transferred and enter the Transfer Qty.
Range - Cursor will jump to Serial #: box at bottom of screen, enter the starting ser # for the Range. [Tab] to Quantity: field and enter the quantity to be transferred.

10. Select Print Hard Copy, if needed.

11. Hit [Save Transaction] or F3

12. Transaction Successful. OK

F. Adjust Master Inventory.

Materials → Transactions → Adjust Master Inventory

1. Put cursor on document field, [SEARCH/ShF3]
Enter NSN, [OK/END] Put cursor on DOC # of item to select, [UPDATE]
Current onhand will be a #, change to total that it will be after you subtract x#, [TAB]
[UPDATE/END]

G. Shelf Life Extension

Shelf Life Extension by Change Expiration Date

Materials → Transactions → Change Expiration Date

1. First, search to find appropriate Doc # for Mfg. Batch/Lot.

   Materials → Transactions → Adjust Master Inventory

   [SEARCH]

   Type in NSN and location to get appropriate documents. [OK/End]

   [View] each document to find appropriate Mfg/Batch/Lot. Scroll through documents using [Next].

   Write down Doc# including Ship, Lot, Suffix, and Comp.

2. Document #: [F2] [Search/ShF3] Enter Doc # or NSN [End/OK] Put cursor on appropriate NSN [Select/End]

3. Suffix: Enter appropriate Suffix [Tab]

4. Component: Enter appropriate Component [Tab]

5. New Expire Date: Enter new expiration date

6. Authorizer ID: Change default Authorizer ID (If necessary)

7. Date/Time Change Authorized: Change date to date SLE occured or data processed

8. [Save/End]

Shelf Life Extension by Extend Shelf Life by Mfg. Lot/Batch

Materials → Transactions → EXTEND SHELF LIFE BY Mfg. Lot/Batch #

1. Enter Kit: Yes or No
2. MSDS: [F2/Lookup] [ShF3/Search] [Tab] down to NSN, enter NSN [OK/End]
3. Put cursor on appropriate MSDS [Select/End]
4. Enter Mfg. Lot Batch# [Tab]
5. Enter new expire date.
6. Lab Number: Leave Blank.
7. Authorizer ID: Change default if necessary.
8. Date/Time Change Authorized: Change to date update was made or data processed.
9. [Save/End]

WASTE

A. Creating A New Container In Container Inventory

1. Waste → Container Inventory
2. [INSERT]
3. Container ID: TBD [TAB]
4. Type: [F2] [Sh-F3 / Search] Lookup container type and [SELECT]
   Must jive with container type in Waste Stream record
5. Size: Numerical value of container size (ex: **55** for a 55 gallon drum)
6. Unit/Measure: [F2] Locate unit of measure code and [SELECT]
7. Current Location: [F2] Locate the empty container storage location
   5101 15 PPOY, EMPTY CONT. STORAGE
8. Waste Profile ID: skip [TAB]

9. Regulation Date: skip [TAB]

10. Incoming Manifest Number: skip [TAB]

11. Incoming DD1348 Number: skip [TAB]

12. Comments: skip [TAB]

13. [INSERT/END]

14. Do you wish to create a barcode? Choose Yes to print barcode label

What information needed:
a. Container ID
b. Size
c. Type
d. Unit of measure
e. Location

Action items:
a. Determine container numbering method
b. Add all container types for each Waste Stream to the Waste Stream record

B. Reprint Container Barcodes

1. Barcodes → Reprint Container Barcodes

2. Container ID: [F2] [SH-F3 / Search] Lookup Container ID and [SELECT]

3. Waste Stream ID: skip [TAB] [TAB] [TAB]

4. Number of Barcodes: Enter the number of barcodes to print for this container (normally 1)

5. [PRINT]

What information needed:
a. Container ID

Action items:

C. Change Waste Container Location

1. Waste → Container Transactions → Change Location
2. [SH-F3 Search] enter the Container ID
3. Click in the checkbox next to the Container ID
4. [CHGLOC]
5. Date: Change Date to date container was moved
6. Time: Skip [TAB]
7. Waste Stream ID: Skip [TAB] [TAB] [TAB]
8. Location: [F2] Choose the new location of the waste container [SELECT]
9. [CHGLOC / END]

What information needed:
   a. Container ID
   b. New location

Action items:
   a. Add all SSA locations in HSMS
   b. Add POC (personnel) records needed to support item 1
   c. Add DODAAC/unit (cost center) records needed to support item 1

D. Input Waste Byproduct Transaction

1. Materials → Transactions → Input Waste Byproducts
2. Specific Task ID: [F2] [SF-F3 / Search] Enter building number [OK / END]
3. Select record that has the WI0250 Task # [SELECT] View as necessary to verify building and POC information
4. Date: Enter actual date of transaction
5. Time: skip [TAB]
6. Qty (lbs) Enter the estimated weight [TAB]
   55 gallon drum 400 pounds
   30 gallon drum 240 pounds
   5 gallon drum 40 pounds
   1 gallon drum 8 pounds
   others (unknown) 8 pounds

7. Waste Stream ID: [F2] Select correct waste stream. Scroll through the list as needed. View details as necessary.

8. Container ID: [F2] Select or search for Container ID. [SELECT]

9. Close: Y

10. Verify that Generator Cost Center is appropriate unit

11. [SAVE]

What information needed:
   a. Location
   b. Date
   c. Container ID
   d. Waste Stream

If the container is not already in HSMS, the user must insert a new container into inventory before starting this transaction.

Action items:
   a. Enter waste stream information for SSA Operations Task (WI0250)

E. Close Container Transaction

1. Waste → Container Transactions → Close

2. [SH-F3 / Search] for Container ID

3. Click in the checkbox next to the Container ID [CLOSE]

4. Waste Stream ID: skip [TAB] [TAB] [TAB]

5. Fill Date: Enter date container is considered full, closed, and ready for pickup. Start of 3 day time.

6. Time: skip [TAB]

7. Location should be the current location of the container.

8. [CLOSE]

What information needed:
   a. Container ID
   b. Closure / Fill Date

F. Store Container

1. Waste → Container Transactions → Store
2. [SH-F3 / Search] For Container ID
3. Click the radio button next to the Container ID [STORE]
4. Date: Enter the storage date.
5. Time: skip [TAB]
6. Waste Stream ID: skip [TAB] [TAB] [TAB]
7. Profile ID: Enter profile number for the container. [TAB]
8. Storage Code: S01 for containers such as barrels, drums, etc.
9. 90 Day Store Date: Enter the date that the 90 day tracking period begins.
10. TSDF Store Date: skip [TAB]
11. Actual Volume: Delete the zero in this field and then enter actual volume of waste in container. [TAB]
12. Unit/Measure Enter unit of measure code (usually GL for gallons)
13. Current Weight: Delete the numbers in this field and then enter the measured weight for this container. [TAB]
14. Unit/Measure: LB skip [TAB]
15. Location: [F2] [SH-F3 / Search] Locate the record for the storage area for this drum. [SELECT]
16. [STORE]

What information needed:

Action items:

G. SAMPLE CONTAINER (Identify Sample Request)

1. Waste → Container Transactions → Sample
2. [SH-F3 / Search] Search for the Container ID
3. Click the checkbox next to the Container ID [SAMPLE]

4. Waste Stream ID: skip [TAB] [TAB] [TAB]
5. Sample Request #:
6. Request Date: Enter the date of the request.
7. Time: skip [TAB]
8. Sample #: skip
9. Due Date: Enter date, if known.
10. Remarks: Enter, if applicable.
11. [SAMPLE]

What information needed:
a. Container ID
b. Sample Request #
c. Due Date

Action items:
a. Do we have a numbering system for sample requests?
b. Should the sample req# and due date be added to the buck slip?

H. SAMPLE CONTAINER (Annotate Sample Return)

1. Waste → Container Transactions → Sample
2. [SH-F3 / Search]
3. Search for the Container ID
4. Click the checkbox next to the Container ID
5. [SAMPLE]
6. Waste Stream ID: skip [TAB] [TAB] [TAB]
7. Sample Request #: skip
8. Request Date: skip
9. Time: skip
10. Sample #: Enter the sample number, if applicable.
11. Due Date: skip

12. Remarks: skip

13. Returned Date: Enter date sample results received.

14. Click the radio button next to STORED

15. [SAMPLE]

What information needed:
a. Sample results form with Sample # and Date.

Action items:

I. Characterize Waste

1. Waste → Container Transactions → Characterize Waste

2. [SH-F3 / Search] enter the Container ID

3. Click in the checkbox next to the Container ID [CHARAC]

4. Date: Enter the date of the characterization.

5. Time: skip [TAB]

6. Click on the radio button for the Method of Characterization. If a sample was done, select Lab Analysis [TAB]

7. New Waste Stream ID: [F2] [SH-F3 / Search] Locate correct waste stream ID. [SELECT]

8. [CHARAC]

What information needed:
a. New Waste Stream ID
b. Date

Action items:
a. Who at Ft. Gordon knows how the waste stream/profile was determined?
b. Who determines if a new profile sheet needs to be created?
c. Who will make that profile sheet?
d. How will that information be captured and entered in HSMS?

J. Consolidation

1. Waste → Container Transactions → Consolidate
2. New Container ID: [F2] [SH-F3 / Search] Locate container into which waste is being placed. [SELECT]
3. Date: Enter the transaction date
4. Time: skip [TAB]
5. Waste Stream ID skip [TAB] [TAB] [TAB]
6. Profile ID: [F2] [SH-F3 / Search] Locate profile ID [SELECT]
7. Fill Date: Enter date the container was closed, if applicable.
8. Regulation Date:
9. Start Date:
10. Volume: Delete the zero in this field and then enter actual volume of waste in container. [TAB]
11. Unit/Measure Enter unit of measure code (usually GL for gallons)
12. Current Weight: Delete the numbers in this field and then enter the measured weight for this container. [TAB]
13. Unit/Measure: LB skip [TAB]
14. Location: Enter the actual location of this container.
15. Type of Consolidation: Click radio button next to appropriate option; Waste Only or Waste and Containers [TAB]
16. Containers to be consolidated: [F2] [SH-F3 / Select] Locate each container for consolidation. [SELECT]
17. [SAVE]
18. If WASTE ONLY consolidation is being done: Is Container ??? still being used for the same process? If the empty container will be re-used, choose Yes, otherwise, choose No.

What information needed:

a. Container ID that waste is being placed into.
b. Container IDs being consolidated.
c. "Waste only" or "waste and containers".
d. Actual location of the new container.

e. Actual weight of the new container.

Action items:

K. Manifest/Bol

1. Waste → Shipping → Manifest/Bill of Lading
2. [INSERT]
3. Manifest or B/L#: Enter manifest number [TAB]
4. Bill of Lading: N skip [TAB]
5. State Manifest: Enter state manifest number.
6. Choose radio button for DRMO or Other:
7. Address Code: [F2] [SH-F3 / Search] may be a single value all the time
8. EPA ID: Enter from manifest or lookup and select
9. Transporter EPA ID: Enter from manifest or lookup and select [TAB] [TAB] [TAB]
10. Shipping Location: skip [TAB] [TAB] [TAB] [TAB]
11. Disposal Site Address Code: [F2] Select organization from list [SELECT]
12. Additional Descriptions for Materials Listed Above: Enter if available.
13. Special Handling Instructions and Additional Information: Enter if available.
14. Generator: Enter if on manifest (Bill Baggett)
15. Transporter 1: Enter if on manifest
16. Remaining date fields, exception information, and certificate of disposal return date will not be known at the time of this transaction.
17. [INSERT]
18. DOT Description screen appears.
19. ID Type: Click radio button next to Waste Profile. [TAB]
20. Waste Stream/Profile ID: [F2] [SH-F3 / Search] Select the waste profile number [SELECT]

21. Entering by:

22. Container ID:

23. DD1348

24. Mat'l Code Approval #: skip [TAB]

25. Type of Containers: [F2] Select container type [SELECT]

26. Total Quantity: Enter the total quantity of waste in pounds for all containers on the manifest for this profile.

27. Unit Wt/Vol.: Enter P for pounds.

28. [INSERT]

What information needed:
a. Manifest.
b. Profiles.
c. Container IDs.

Action items:
a. Is DRMO or Other the full time choice for this screen?

L. Update Manifest/Bol

1. Waste → Shipping → Manifest/Bill of Lading

2. [SH-F3 / Search] Select the manifest record to be updated.

3. [UPDATE]

4. TAB through fields to the appropriate dates or other fields that need to be updated.

5. Facility Owner: enter or skip

6. Transporter 2: enter or skip

7. Signed Manifest Returned: Enter date manifest returned to DRMO.

8. Number of Days after which Facility Owner is Contacted: enter or skip

9. Facility Owner Contacted: enter or skip

10. Number of Days after which Exception Report is Submitted: enter or skip

11. Exception Report Submitted: enter or skip

12. Disposal Certificate Received: Enter the date the Certificate of Disposal was received at DRMO.

13. [UPDATE]

What information needed:
   a. Dates of manifest receipt and CD return.

Action items:

M. Waste Disposition

1. Waste → Waste Dispositions
2. [SH-F3 / Search] Search for Container ID [SELECT]
3. Click in the checkbox next to the Container ID [DISP]
4. Date: Transaction date skip [TAB]
5. Time: skip [TAB]
6. Waste Stream ID: [TAB] [TAB] [TAB]
7. For each line item on the CD for this container:
8. Type: Enter Recycled, Treated, or Disposed
9. Loc Cd: F for Off site
10. Form R Code: Enter from CD or lookup and select code
11. Disp Site: [F2] [SH-F3 / Search] Locate and select disposal site record [SELECT]
12. Qty in Pounds: Enter the quantity form the CD
13. Date: Enter the date of disposal.
14. [DISPOSE]

What information needed:
   a. Certificate of Disposal

Action items:
   a. Check that address records for all disposal sites are already in HSMS.